

# Identification Form

## Australian Non-Regulated Trusts

This form is used to identify Australian non-regulated trusts. If you are a regulated trust (e.g. SMSF), registered managed investment scheme or other type of trust please call KeyInvest Ltd (KeyInvest) for instructions.

### Individual Trustees

Each individual trustee who is a signatory on the account must complete the identification procedure as detailed in the relevant Product Disclosure Statement and provide the supporting customer identification documentation. Further Individual Identification Forms are available from our website.

### Company Trustees

- a. The Company Identification Form must be completed and submitted with the supporting documentation;
- b. Each signatory for the company must complete an Individual Identification Form and provide supporting customer identification documentation.

Please complete Sections 1 to 7 noting the options below to have your customer identification verified.

### Options to have your form verified:

– **Financial Adviser**

If you are investing through a Financial Adviser your Adviser will accept original or certified copies of customer identification documents

OR

– **KeyInvest office over the counter verification**

KeyInvest will accept original or certified copies of customer identification documents

OR

– **Mailed verification**

KeyInvest will accept certified copies of customer identification documents\*

\* Refer Section 9 for Authorised persons.

## 1. Trust Details

Full Name of Trust

Full Business Name  
of the Trustee in  
respect of the Trust  
(if any)

Type of Trust                      Family                      Unit Trust                      Discretionary                      Other

## 2. Trust Beneficiary Details

Do the terms of the trust identify the beneficiaries by reference to membership of class?

**Yes** *Provide details of membership class(es)  
(eg unit holders, family members or named person, charitable purpose):*

**No** *Please complete details below for each beneficiary of the trust*

Number of beneficiaries within the trust

Full Given Name(s)

Surname

### 3. Trustee Details

Number of trustees within the trust

*Provide full name of each trustee below.*

**Trustee 1**

Surname/  
Company Name

Given Names

Residential address if an individual trustee or company registered office address (PO Box is not acceptable)

Address

Suburb

State

Postcode

Country

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**Trustee 2**

Surname/  
Company Name

Given Names

Residential address if an individual trustee or company registered office address (PO Box is not acceptable)

Address

Suburb

State

Postcode

Country

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**Trustee 3**

Surname/  
Company Name

Given Names

Residential address if an individual trustee or company registered office address (PO Box is not acceptable)

Address

Suburb

State

Postcode

Country

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**Trustee 4**

Surname/  
Company Name

Given Names

Residential address if an individual trustee or company registered office address (PO Box is not acceptable)

Address

Suburb

State

Postcode

Country

## 4. Tax Information

### US Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS)

Tax Status (select only ONE of the following categories and provide the information requested)

**Australian Registered Charity or Deceased Estate**

*If the Trust is an Australian Registered Charity or Deceased, proceed to Section 6*

**Others**

*Proceed to Section 5*

## 5. Foreign Controlling Persons (Individuals)

Are any of the Trust's Controlling Persons tax residents of countries other than Australia?

Yes

No

If the Trustee is a company, are any of this company's Controlling Persons tax residents of countries other than Australia?

Yes

No

If Yes to either of the two questions above, please provide the details of these individuals below and complete a separate Individual Identification Form for each Controlling Person (unless already provided as a Beneficial Owner)

Full Given Name(s)

Surname

Roll

(such as Trustee or Beneficiary, etc. refer \* below)

If there are more controlling persons, provide details on a separate sheet and tick this box.

\* A Controlling Person is any individual who directly or indirectly exercises control over the Trust. For a Trust, this includes all Trustees, Settlers, Protectors or Beneficiaries. For a Trustee company this includes any beneficial owners controlling more than 25% of the shares in the company or Senior Managing Officials.

Tax Residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the US, tax residency can be as a result of citizenship or residency.

## 6. Country of Tax Residency

Is the Trust a tax resident of a country other than Australia?

If Yes, please provide the Trust's country of tax residence and tax identification number (TIN) or equivalent below. If the Trust is a tax resident of more than one other country, please list all relevant countries below.

If No, please proceed to Section 3 to complete the form.

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or an Employer Identification Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

Country	TIN	If no TIN, list reason A, B or C
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If there are more countries, provide details on a separate sheet and tick this box.

**Reason A** The country of tax residency does not issue TINs to tax residents

**Reason B** The Trust has not been issued with a TIN

**Reason C** The country of tax residency does not require the TIN to be disclosed

## 7. Identification Procedures

KeyInvest must verify the following information:

- Full name of the Trust Fund;
- Information about the trust's beneficiaries.
- the Company registration as a Proprietary Company (i.e. Pty Ltd); and
- Australian Company Number (ACN).

To verify this information you must provide to KeyInvest the following documents listed at A or B:

**Please mark x to indicate the type of documentation that you are providing.**

- A** Original or certified copies or certified extracts of the trust deed showing the name of the Trust, name(s) and addresses of the Trustee(s), the Beneficiaries names/class(es) and execution page.

OR (if the above cannot be provided)

- B** Letter from a solicitor or accountant verifying the name of the trust, name(s) of its beneficiaries/unit holders and / or its class(es) of beneficiaries.

## 8. Declaration by Applicant

I/We declare that the information in this form including each supporting document:

- is complete and correct;
- if the declaration is on behalf of the applicant, authority must be provided (ie. Power of Attorney etc.);
- may be used in connection with any products and services I/we hold, apply for, request or obtain; and
- subject to KeyInvest's privacy policy, may be disclosed to and used by KeyInvest to facilitate compliance with the anti-money laundering and counter-terrorist financing legislation.

These declarations are given by the Trustees of the Trust named in Section 1 and any signatories signing this form.

**Important: By signing on behalf of a Trust you hereby confirm that you have the full authority to do so.**

Signature of Policy Owner 1

Signature of Policy Owner 2

Date

Date

Full Name

Full Name

Trustee

Other

Trustee

Other

## 9. Financial Adviser use only

Customer Identification Verified

Customer Identification Documentation Attached

By signing this section, I acknowledge and confirm that I have identified the client(s) in accordance with applicable 'Know Your Customer' requirements.

Financial Adviser Signature

Financial Adviser Stamp

Financial Adviser Name

## 10. Authorised Persons That Can Certify Identification Documents

Your photocopied identification should be signed as a certified true copy by one of the following:

### Authorised Persons Who Can Certify Identification Documents

A nominated employee of KeyInvest	A registrar or deputy registrar of a court
An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees (e.g. financial adviser)	An Australian consular officer or an Australian diplomatic officer
A lawyer	A judge of a court
A magistrate	A Chief Executive Officer of a Commonwealth court
A notary public	A Justice of the Peace
An authorised Australian Post Office permanent employee	An accountant (member of the ICA or CPA)
An officer with 2 or more continuous years of service with one or more finance institutions	A finance company officer with 2 or more continuous years of service with one or more finance companies

## 11. Contact Details

### Street Address:

KeyInvest  
Level 5, 49 Gawler Place  
Adelaide SA 5000

### Postal Address:

KeyInvest  
PO Box 3340  
Rundle Mall SA 5000

**Phone** 1300 658 904

**Email** [info@keyinvest.com.au](mailto:info@keyinvest.com.au)

**Web** [www.keyinvest.com.au](http://www.keyinvest.com.au)

**Hours** 8.30am – 5.00pm (CST)